

Statement of Work

TITLE

I. Background

[Provide two or three paragraphs on the topic—what is it? Why does the office care about it? What is the overall purpose of the project?]

II. Scope / Description of Work

[What is the purpose of the project? What will be done? What are the outcomes?]

III. Tasks

[List and number the specific tasks that will be accomplished.]

IV. Deliverables

[Describe specific deliverables with due dates.]

V. Qualification Requirements

[Standard language . . .] “Vendors should have staff members with appropriate qualifications and experience to perform these tasks, including experience with [. . . list specific experience for the task . . .], and demonstrate the ability to perform tasks within the time frame and funds provided.”

VI. Government Furnished Materials

[Standard language . . .] “Relevant background materials will be provided by the project managers for this proposal per Task Number [. . . insert applicable task number . . .].”

VII. Payment Schedule

[Standard language . . .] “Payment will be tied to acceptance of deliverables. Once a deliverable is accepted by the Government Point of Contact, an invoice can be sent to the Government Finance Office. Finance will process payment within 30 days after receipt of invoice.”

VIII. Period of Performance

[Standard language . . .] “The period of performance shall be from contract award to [. . . list date here].”

IX. Place of Performance

[Standard language . . .] “The contractor shall perform the majority of the work at their office, although travel may be required depending on the methods employed. Information will be

exchanged between the contractor and the NOAA Coastal Services Center via e-mail, telephone calls, and Federal Express.” [If specific trips are known, then list here.]

X. Travel

[Standard language . . .] “The contractor shall make independent travel arrangements and pay for any travel costs associated with the contract in accordance with federal travel regulations. No invitational travel orders will be issued to the contractor.”

XI. IT Security Requirements

[Standard language . . .] “The Contractor is required to meet the U.S. Department of Commerce’s Information Technology Security Program Policy and Minimum Implementation Standards (http://ocio.os.doc.gov/ITPolicyandPrograms/Policy___Standards/DEV01_002681). The C&A requirements of clause 73 do not apply, and a Security Accreditation Package is not required.”